



Pre-Travel Request Form

People First of Missouri seeks to support members in accessing opportunities to grow as leaders and to represent the organization to outside groups.

- Please complete this form and email to President and IHD Technical Assistance team member two weeks in advance of the requested travel.
- Allow for time to obtain approval from no fewer than two officers and IHD Technical Assistance team.
- Then complete the [Post-Event form](#) no later than two weeks after return date.

Requester Information	
Name	
Email	
Phone Number	
Address	
People First Chapter	
Role within People First	
Event/Activity Information	
What event or activity are you requesting funds for?	
Who is putting on the event or activity?	
Arrival date/time & Departure date/time	Arrival: Departure:
Where you're departing from and where you're going.	From: To:
<i>Please answer the following questions to show that you have considered how your participation will benefit the bigger group.</i>	
How will this activity or event help People First work towards goals outlined in the priority workplans or advance the mission of People First of Missouri?	
How do you intend to share what you learn with People First (your local chapter, steering committee, work groups, etc.)?	
Explain why People First of Missouri needs to cover this cost. Please identify other avenues of funding you have explored.	

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Estimated Budget

It is the intent of the People First of Missouri that funds are available to send as many members as possible. It is our hope that members will find additional funds or use their own funds in addition to funds requested.

**Members are allowed funding for ONE support staff where necessary for participation. Please identify costs associated with a support person. If you are not bringing a support person, you can skip this column.*

People First Member			Supporter*
<i>Expense</i>	<i>Estimated Cost</i>	<i>Please identify how you're paying:</i>	
		<ul style="list-style-type: none"> • <i>Own funds</i> • <i>The name of another organization</i> • <i>Requesting from People 1st</i> • <i>Other (describe)</i> 	
Registration Fee	\$		
Transportation to/from (if using public transportation)	\$		
Mileage if own vehicle. To calculate cost multiply total miles by .43	\$		
Meals (not included in registration)	\$		
Hotel costs	\$		
Other (Please describe):	\$		
Total Cost	\$		
Total Paid by self or other funds	\$		
Total Requested	\$		

Reimbursement Report

In order to be reimbursed, some forms need to be completed in addition to the Pre-Travel Request and Post Event Form. Please allow 30 days after submitting your forms to receive funds.

Please note which forms are due at the time of requesting and which are due upon your return.

Be aware that failing to complete these follow-up forms may mean you are not reimbursed and you may not receive funds in the future.

[Complete a W-9 Form](#)

(Due at time of Pre-Travel Request)

[Complete a Mileage Form](#)

(Due at time of Post-Event Reporting)

Total Reimbursement Amount including mileage and attached receipts:	\$
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(Due at time of Post-Event Reporting)	
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